

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
JANUARY 9, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on January 9, 2001, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss progress on International Organization for Standardization (ISO) 17025 integration, the asbestos subcommittee, the microbiology subcommittee, revision to section D.1 of Appendix D of the NELAC Standard, the Performance-based Measurement System (PBMS) subcommittee, the language concerning the continuing instrument calibration verification (CICV), and the Deb Loring article on ethics in the Environmental Laboratory Washington Report (ELWR).*

INTRODUCTION

Mr. Siders called the meeting to order and reviewed the agenda for the meeting.

TOPICS OF DISCUSSION

ISO 17025

Dr. Fred Siegelman pointed out that there is still much Chapter 5 language that needs to be pulled into the (ISO) 17025 outline. The Guide 25 language needs to be removed because it is obsolete and has been superseded by ISO 17025. After the large document with ISO 17025 and Guide 25 language highlighted is complete and all of the Chapter 5 language has been pulled in, the committee will need to review the document section by section and decide what revisions are necessary.

ASBESTOS SUBCOMMITTEE

Mr. Mike Beard reported that the asbestos subcommittee is working to schedule teleconferences. Mr. Beard will draft a memo to send out to the subcommittee, but will allow Mr. Siders and Dr. George Kulansingam an opportunity to review it first. He will also send the subcommittee documents on asbestos in water and bulk asbestos measurements.

MICROBIOLOGY SUBCOMMITTEE

The new teleconference schedule for this subcommittee has been set up. No new comments have been received.

D.1 REVISIONS

Mr. Charlie Hooper has been working on revising D.1 based on the Environmental Laboratory Advisory Board (ELAB) and Department of Defense (DoD) comments, as well as comments

from the floor at the Sixth NELAC Interim Meeting (NELAC 6i). After this effort is complete, the revision will be sent to the committee for review before sending it to a larger audience. Much of the language will remain the same.

PBMS SUBCOMMITTEE

Mr. Siders sent Chapter 5, the performance-based measurement system (PBMS) straw model, and ISO 17025 to the group and asked them to submit their 3 or 4 preferred topics for increasing the flexibility included in Chapter 5 and making incremental changes consistent with the straw model. The subcommittee will be meeting from 9:00 a.m. until 3:00 p.m. this Thursday.

CICV

Mr. Ray Frederici has been working on the revised wording and plans to have something to submit in the next few weeks.

ETHICS

Ms. Deb Loring's recent article in ELWR discussed ethics and used a different approach than NELAC. Scott wrote her and requested that she submit language consistent with her article for consideration by NELAC.

NEXT MEETING

The next meeting is scheduled for January 23, 2001, at 1:00 EST.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
JANUARY 9, 2001**

Item No.	Action	Date to be Completed
1.	Finish the ISO 17025 comparison document (Siegelman and the rest of the committee)	
2.	Complete the response letter for Dr. Brokopp to send to AIHA on the asbestos issue and send it to Mr. Beard and Dr. Kulasingam for review (Siders)	
3.	Complete revised language for D1 and send to the committee for their review (Hooper)	

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
JANUARY 9, 2001**

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